Security Cooperation Information Portal (SCIP)

Ad Hoc Query Instructions

To Produce

Customer Status of Closed SDRs Report

Advantages of SCIP Ad Hoc Report

- Timely
  - No production / mail / distribution delays
  - Data is current – daily downloads
- Easy to use
  - Just change report timeframes once query is established and saved
- Flexible
  - Country-unique data requirements and qualifiers
  - Data saved to EXCEL
    - Easy to sort, count/total, search, select and tailor data
    - Easy to distribute to required users
- Efficient

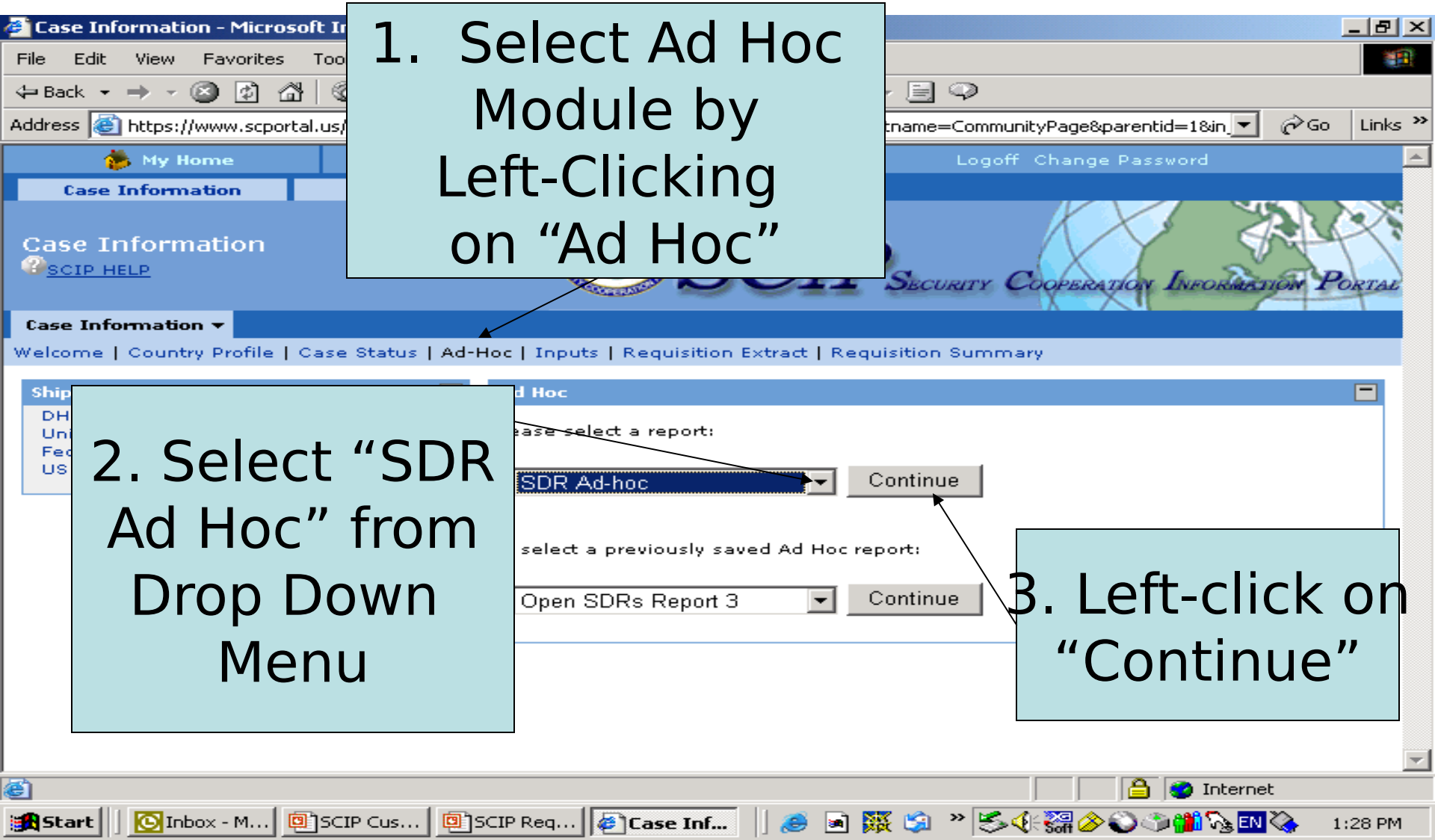
CISIL Report versus SCIP Data Element Names

CISIL	SCIP
TC (Type of Case)	Not Available
CC	Country
Case	Case Designator Code
Document	Requisition Document Number
	Plus Requisition Document Number Customer Assigned SDR
Suffix SDR Number	
SF	SDR Number Suffix
NSN	NSN/Part/Reference Number Requisitioned
MRO RIC	Processing RIC

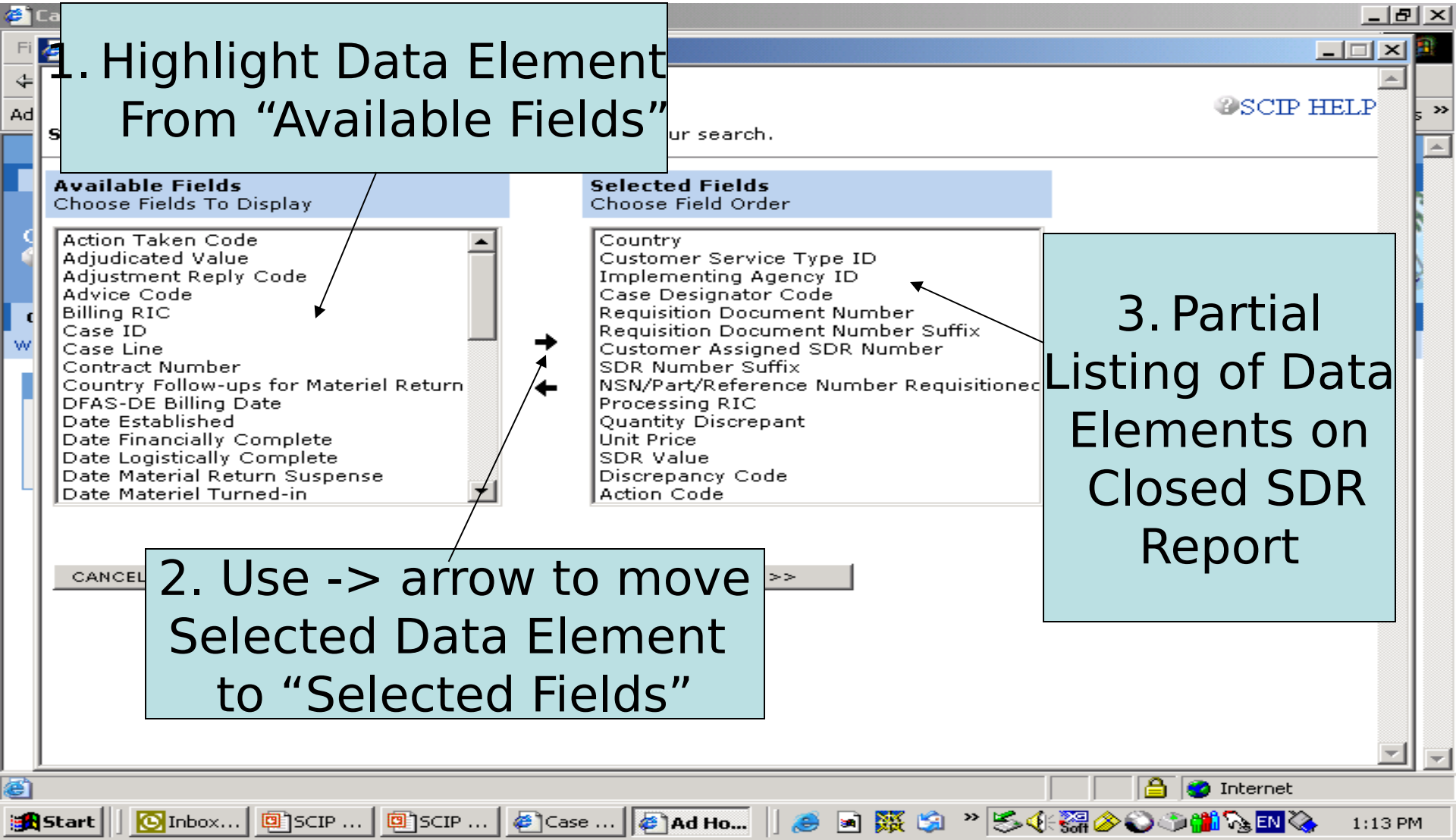
CISIL Report versus SCIP Data Element Names (continued)

CISIL	SCIP
Qty	Quantity Discrepant
Unit Price	Unit Price
Ext Value	SDR Value
TY DC	Discrepancy Code
AC DS	Action Code
Adj Value	Adjudicated Value
Bill No	Interfund Bill Number
Intr Stat (Interim Statement)	Not available
Act Tkn	Action Taken Code
Prg Cde	Progression Code
Prg Dte	Progression Date

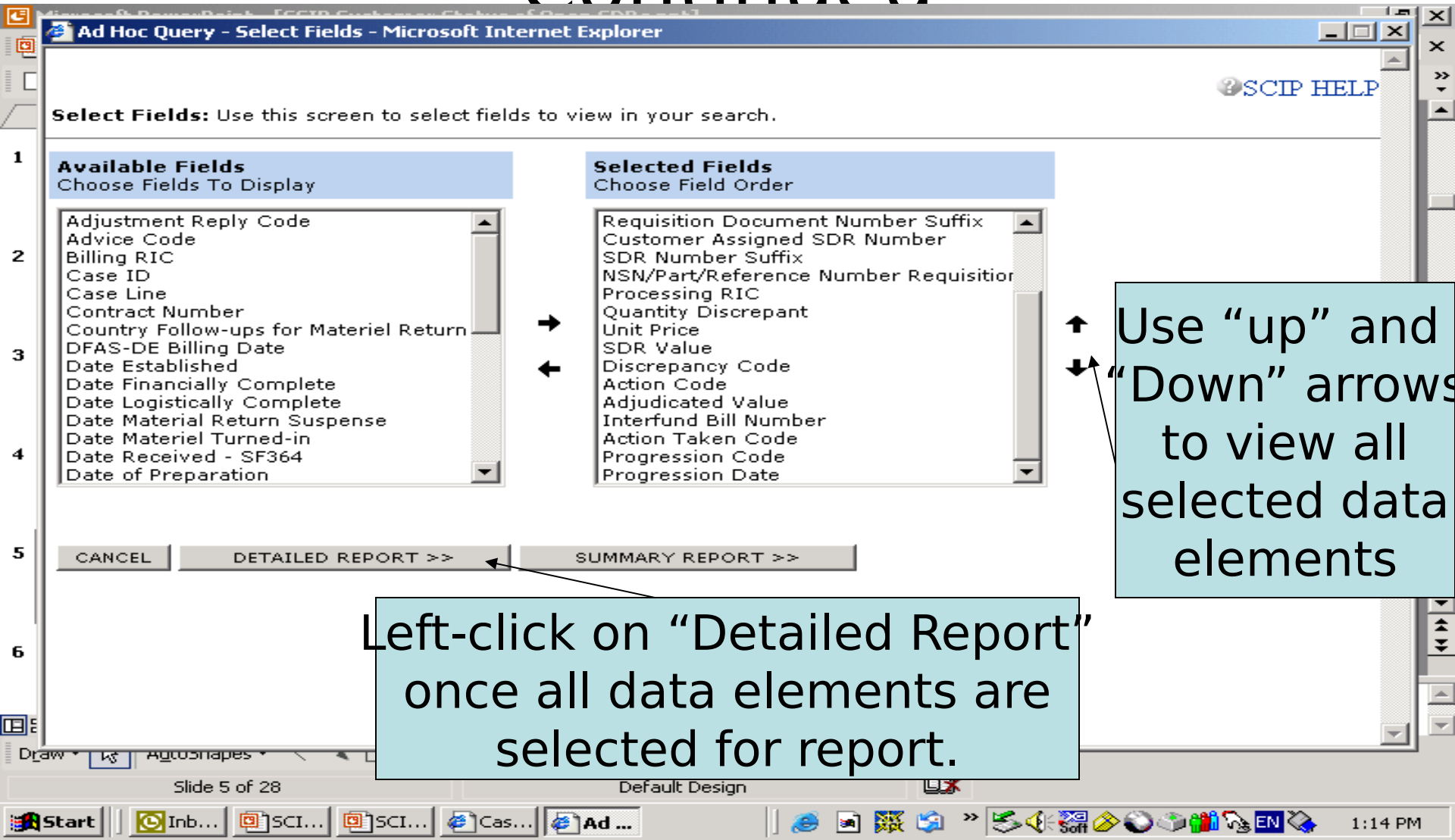
Closed SDR Report



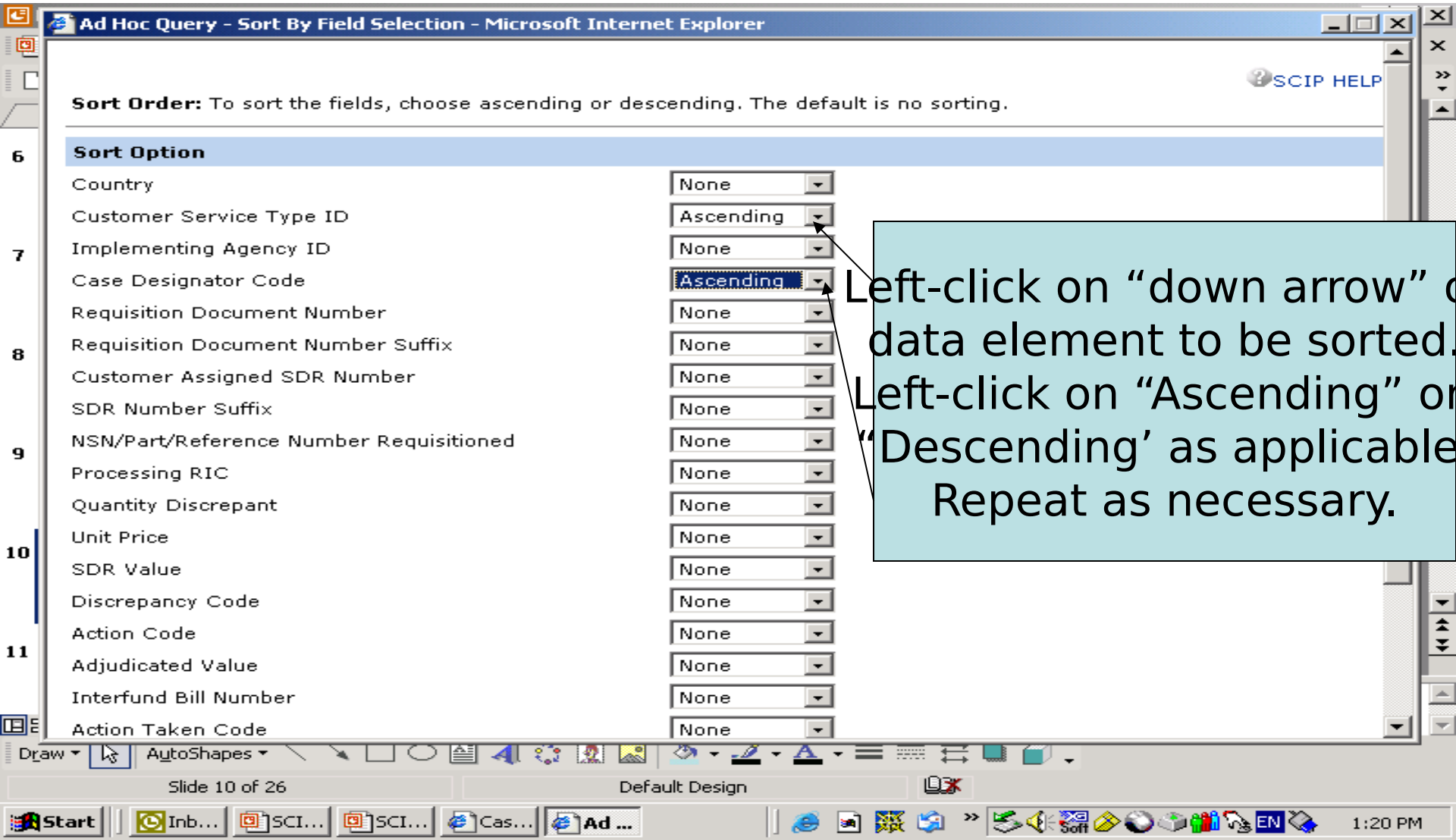
Select Data Elements for Report



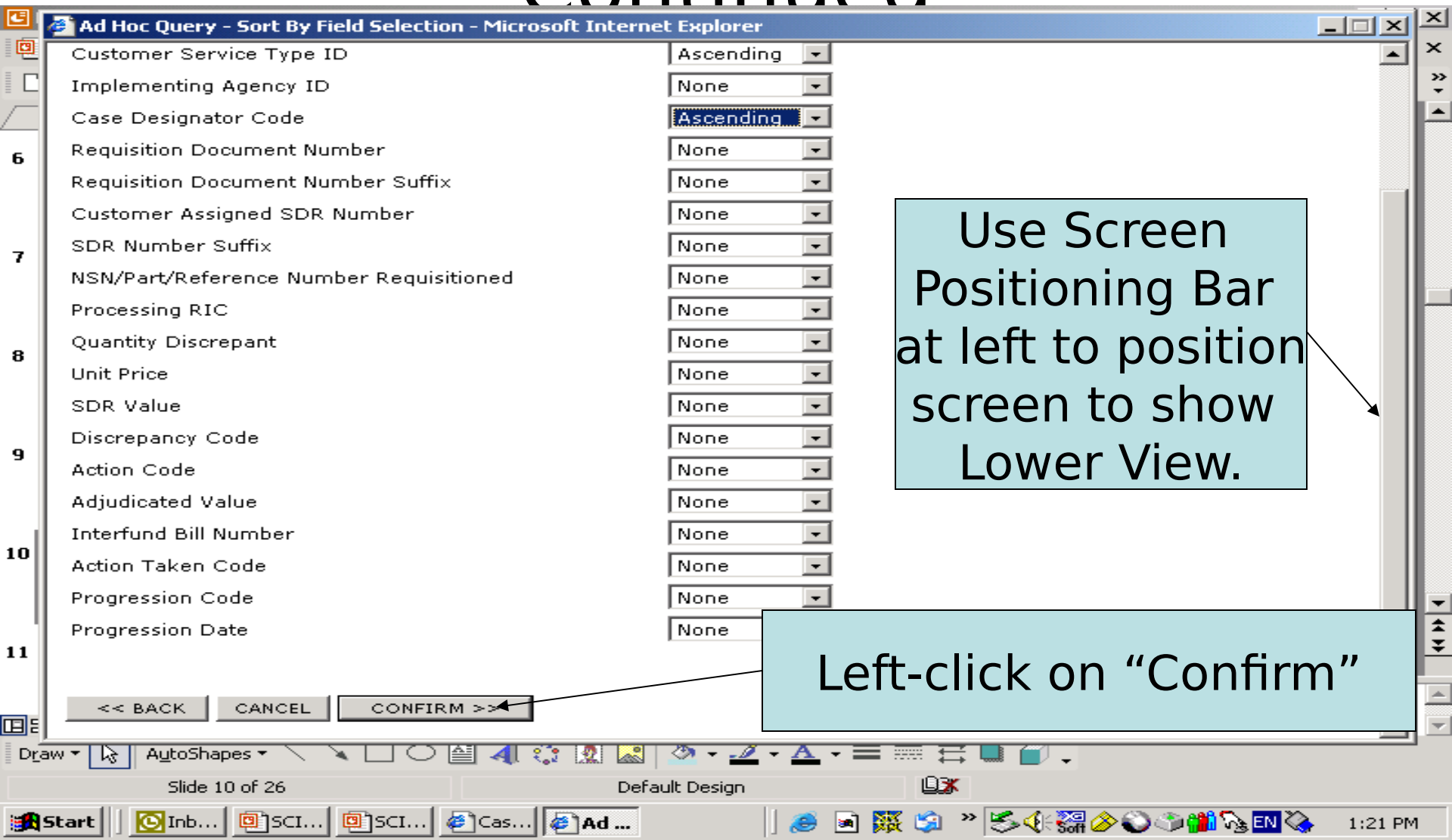
Select Data Elements for Report, Continued



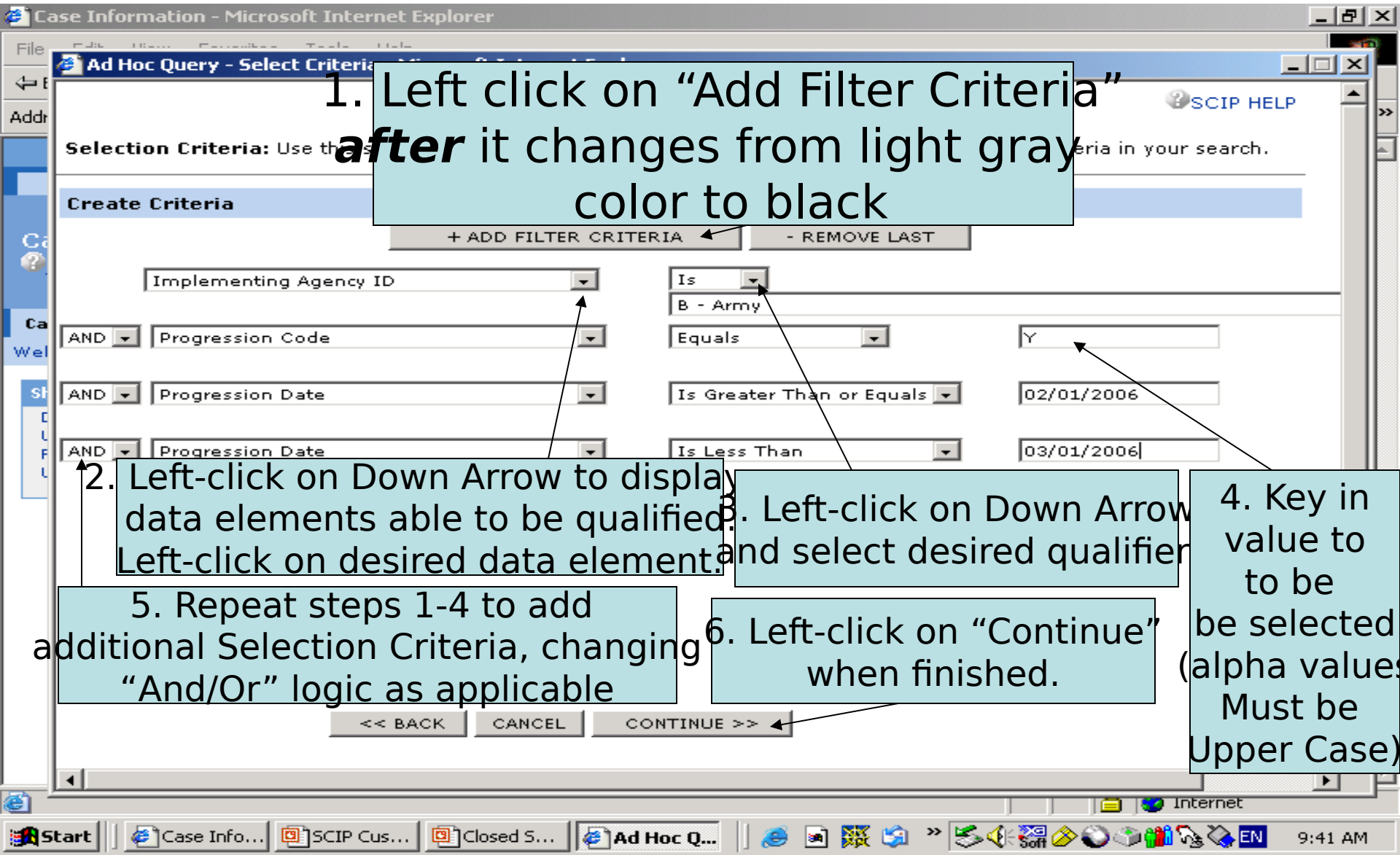
Determining Sequence of Report


Ad Hoc Query - Sort By Field Selection - Microsoft Internet Explorer
SCIP HELP
Sort Order: To sort the fields, choose ascending or descending. The default is no sorting.
Sort Option
Country None
Customer Service Type ID Ascending
Implementing Agency ID None
Case Designator Code Ascending
Requisition Document Number None
Requisition Document Number Suffix None
Customer Assigned SDR Number None
SDR Number Suffix None
NSN/Part/Reference Number Requisitioned None
Processing RIC None
Quantity Discrepant None
Unit Price None
SDR Value None
Discrepancy Code None
Action Code None
Adjudicated Value None
Interfund Bill Number None
Action Taken Code None
Left-click on “down arrow” o
data element to be sorted.
Left-click on “Ascending” or
“Descending’ as applicable
Repeat as necessary.
Draw AutoShapes
Slide 10 of 26
Default Design
Start
1:20 PM

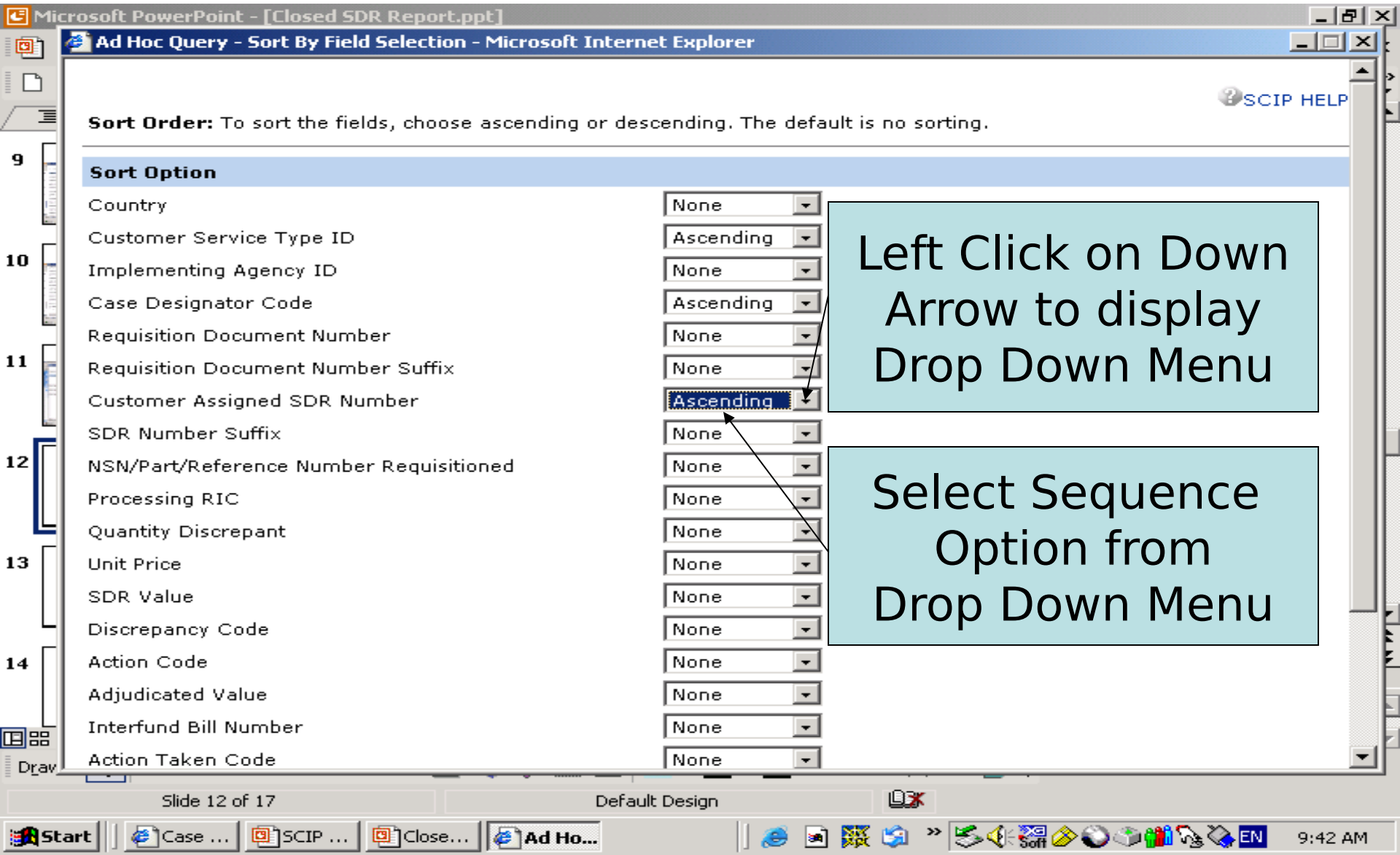
Determining Sequence of Report, Continued



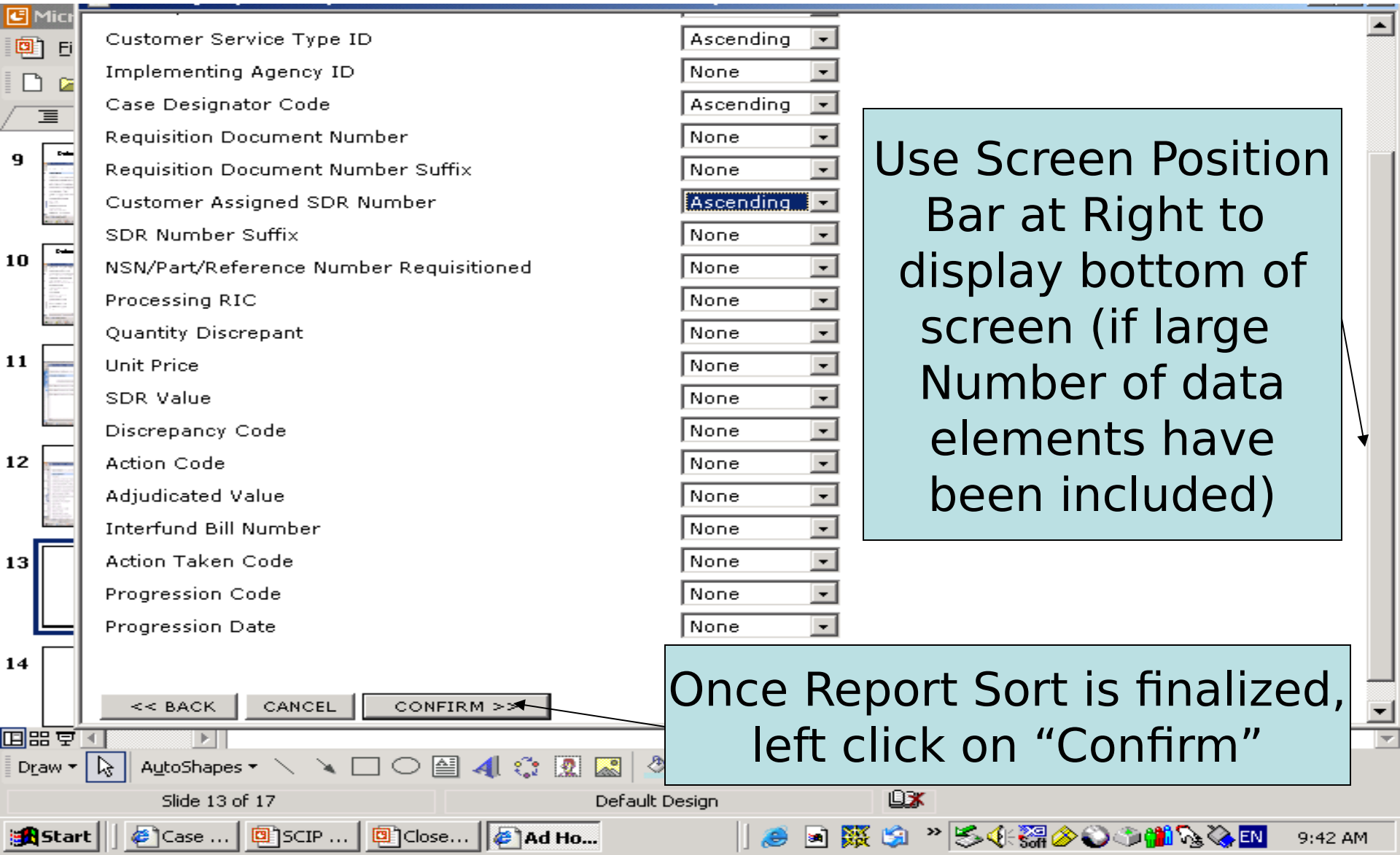
Select Data Element as Report Qualifier


Case Information - Microsoft Internet Explorer
Ad Hoc Query - Select Criteria
SCIP HELP
Selection Criteria: Use th
eria in your search.
Create Criteria
+ ADD FILTER CRITERIA
- REMOVE LAST
Implementing Agency ID
Is
B - Army
AND
Progression Code
Equals
Y
AND
Progression Date
Is Greater Than or Equals
02/01/2006
AND
Progression Date
Is Less Than
03/01/2006
<< BACK
CANCEL
CONTINUE >>
1. Left click on "Add Filter Criteria" after it changes from light gray color to black
2. Left-click on Down Arrow to display data elements able to be qualified. Left-click on desired data element.
3. Left-click on Down Arrow and select desired qualifier
4. Key in value to to be be selected (alpha values Must be Upper Case)
5. Repeat steps 1-4 to add additional Selection Criteria, changing "And/Or" logic as applicable
6. Left-click on "Continue" when finished.
Internet
Start
Case Info...
SCIP Cus...
Closed S...
Ad Hoc Q...
EN
9:41 AM

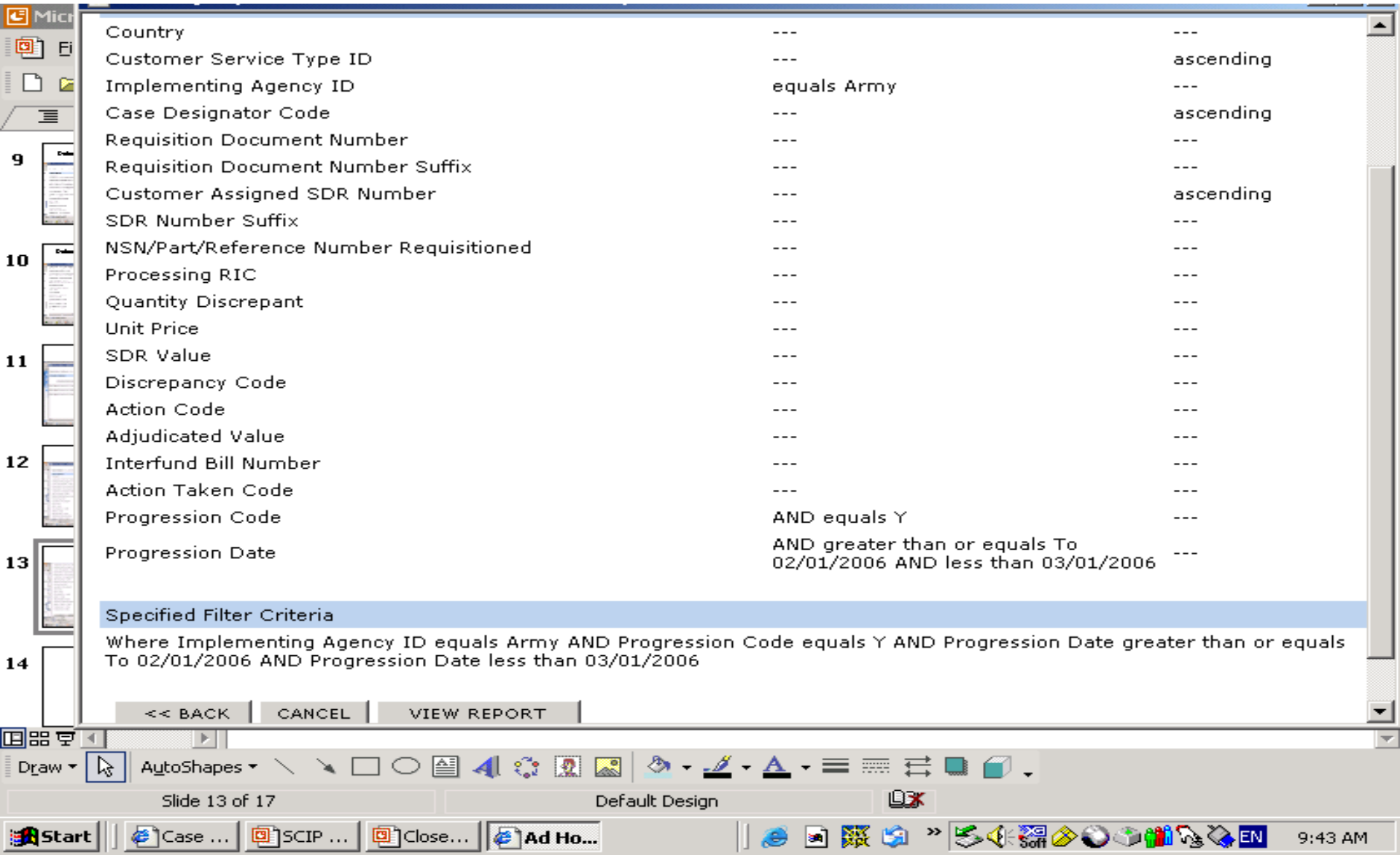
Report Data Sequence


Microsoft PowerPoint - [Closed SDR Report.ppt]
Ad Hoc Query - Sort By Field Selection - Microsoft Internet Explorer
SCIP HELP
Sort Order: To sort the fields, choose ascending or descending. The default is no sorting.
Sort Option
Country None
Customer Service Type ID Ascending
Implementing Agency ID None
Case Designator Code Ascending
Requisition Document Number None
Requisition Document Number Suffix None
Customer Assigned SDR Number Ascending
SDR Number Suffix None
NSN/Part/Reference Number Requisitioned None
Processing RIC None
Quantity Discrepant None
Unit Price None
SDR Value None
Discrepancy Code None
Action Code None
Adjudicated Value None
Interfund Bill Number None
Action Taken Code None
Left Click on Down Arrow to display Drop Down Menu
Select Sequence Option from Drop Down Menu
Slide 12 of 17
Default Design
Start
Case ...
SCIP ...
Close...
Ad Ho...
9:42 AM

Report Sequence, Continued



Confirmation of Query Detail



Country	---	---
Customer Service Type ID	---	ascending
Implementing Agency ID	equals Army	---
Case Designator Code	---	ascending
Requisition Document Number	---	---
Requisition Document Number Suffix	---	---
Customer Assigned SDR Number	---	ascending
SDR Number Suffix	---	---
NSN/Part/Reference Number Requisitioned	---	---
Processing RIC	---	---
Quantity Discrepant	---	---
Unit Price	---	---
SDR Value	---	---
Discrepancy Code	---	---
Action Code	---	---
Adjudicated Value	---	---
Interfund Bill Number	---	---
Action Taken Code	---	---
Progression Code	AND equals Y	---
Progression Date	AND greater than or equals To 02/01/2006 AND less than 03/01/2006	---

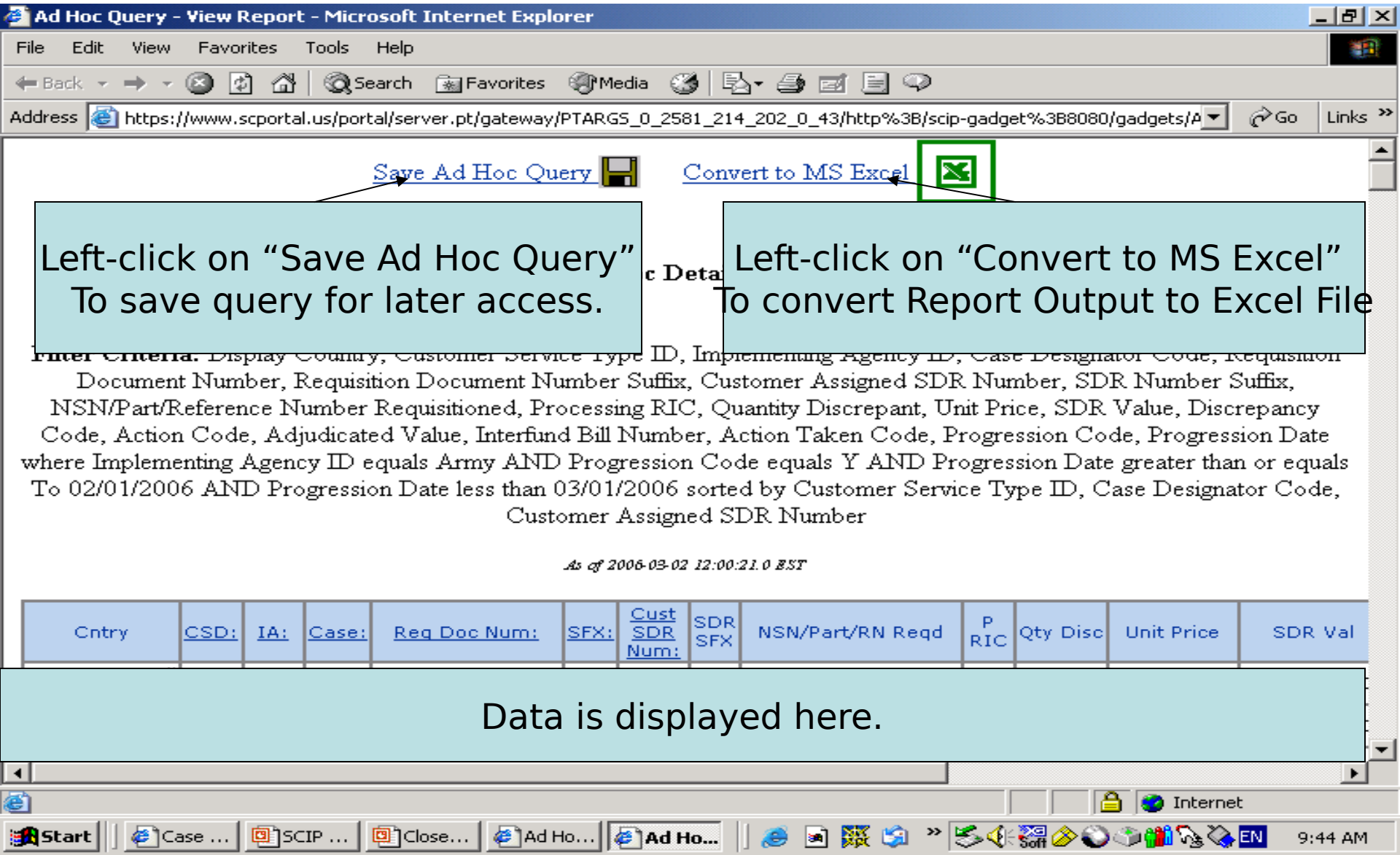
Specified Filter Criteria

Where Implementing Agency ID equals Army AND Progression Code equals Y AND Progression Date greater than or equals To 02/01/2006 AND Progression Date less than 03/01/2006

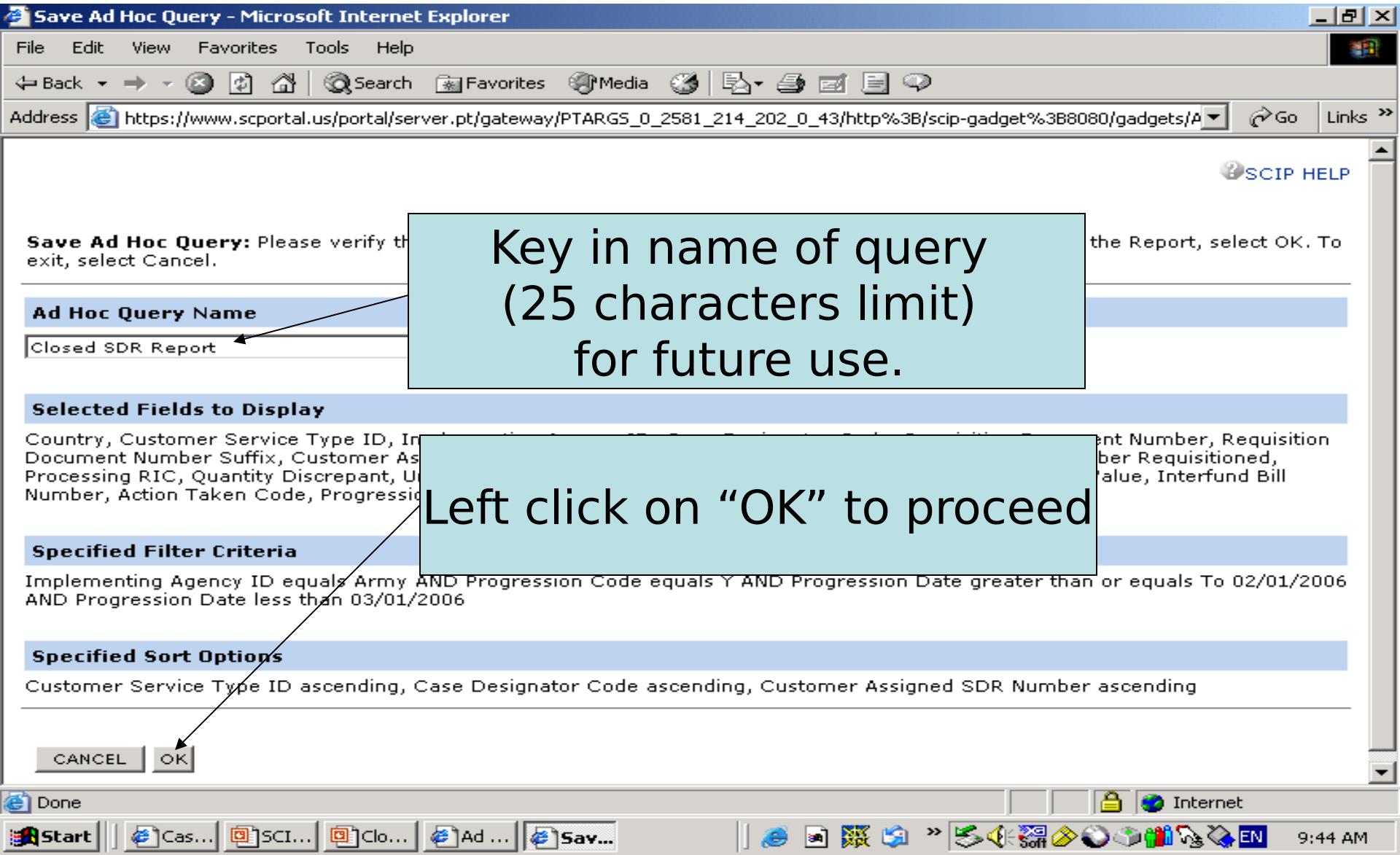
<< BACK | CANCEL | VIEW REPORT

Slide 13 of 17 | Default Design

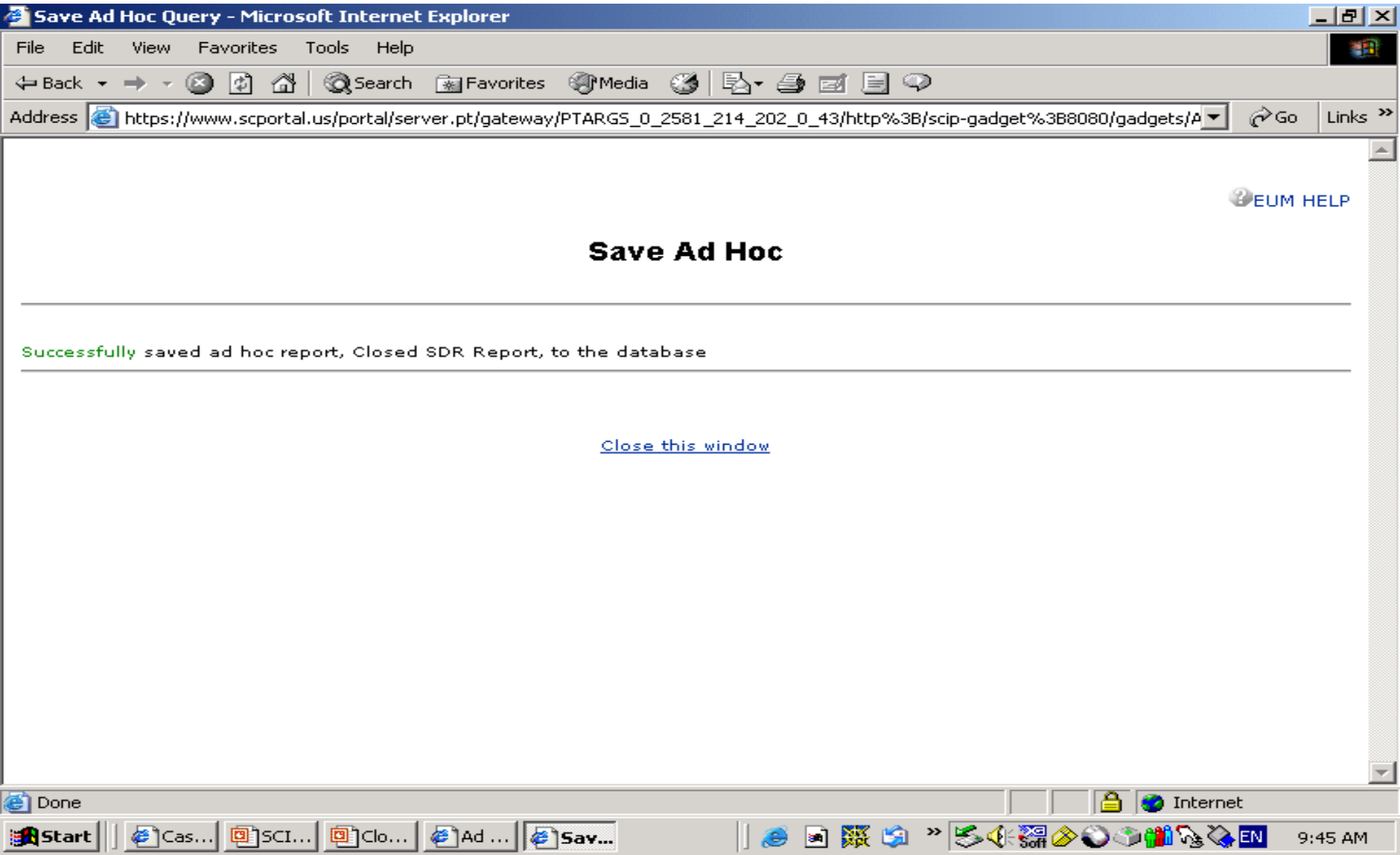
Report Display


Ad Hoc Query - View Report - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.scportal.us/portal/server.pt/gateway/PTARGS_0_2581_214_202_0_43/http%3B/scip-gadget%3B8080/gadgets/A
Go Links
Save Ad Hoc Query
Convert to MS Excel
Left-click on "Save Ad Hoc Query" To save query for later access.
Left-click on "Convert to MS Excel" To convert Report Output to Excel File
Filter Criteria: Display Country, Customer Service Type ID, Implementing Agency ID, Case Designator Code, Requisition Document Number, Requisition Document Number Suffix, Customer Assigned SDR Number, SDR Number Suffix, NSN/Part/Reference Number Requisitioned, Processing RIC, Quantity Discrepant, Unit Price, SDR Value, Discrepancy Code, Action Code, Adjudicated Value, Interfund Bill Number, Action Taken Code, Progression Code, Progression Date where Implementing Agency ID equals Army AND Progression Code equals Y AND Progression Date greater than or equals To 02/01/2006 AND Progression Date less than 03/01/2006 sorted by Customer Service Type ID, Case Designator Code, Customer Assigned SDR Number
As of 2006-03-02 12:00:21.0 EST
Cntry CSD: IA: Case: Req Doc Num: SFX: Cust SDR Num: SDR SFX NSN/Part/RN Reqd P RIC Qty Disc Unit Price SDR Val
Data is displayed here.
Internet
Start Case ... SCIP ... Close... Ad Ho... Ad Ho... EN 9:44 AM

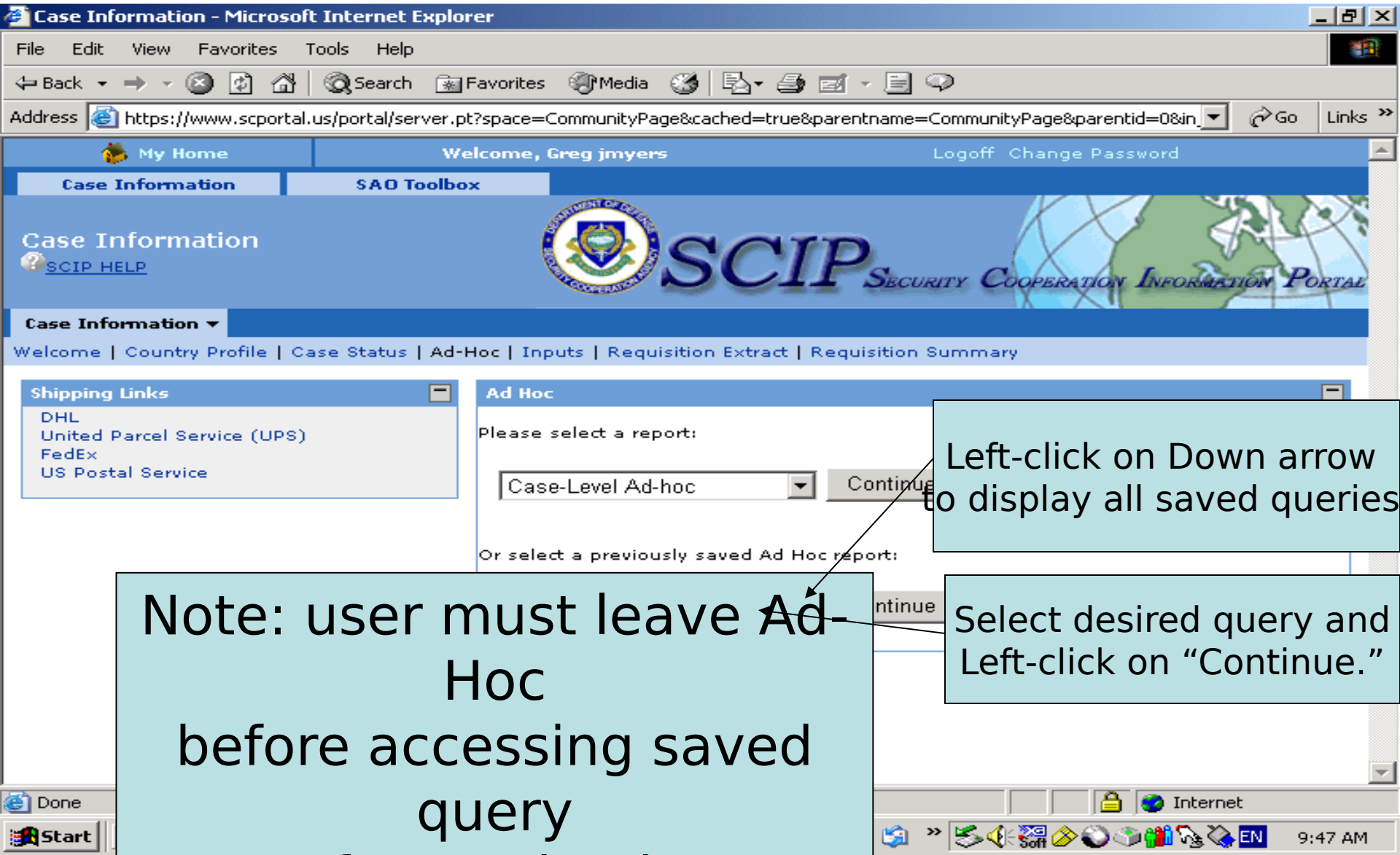
Saving Ad-Hoc Query


Save Ad Hoc Query - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.scportal.us/portal/server.pt/gateway/PTARGS_0_2581_214_202_0_43/http%3B/scip-gadget%3B8080/gadgets/A
Go Links
SCIP HELP
Save Ad Hoc Query: Please verify th
the Report, select OK. To exit, select Cancel.
Ad Hoc Query Name
Closed SDR Report
Key in name of query (25 characters limit) for future use.
Selected Fields to Display
Country, Customer Service Type ID, In
ent Number, Requisition Document Number Suffix, Customer As
ber Requisitioned, Processing RIC, Quantity Discrepant, U
alue, Interfund Bill Number, Action Taken Code, Progressi
Left click on “OK” to proceed
Specified Filter Criteria
Implementing Agency ID equals Army AND Progression Code equals Y AND Progression Date greater than or equals To 02/01/2006 AND Progression Date less than 03/01/2006
Specified Sort Options
Customer Service Type ID ascending, Case Designator Code ascending, Customer Assigned SDR Number ascending
CANCEL
OK
Done
Internet
Start
Cas...
SCI...
Clo...
Ad ...
Sav...
EN
9:44 AM

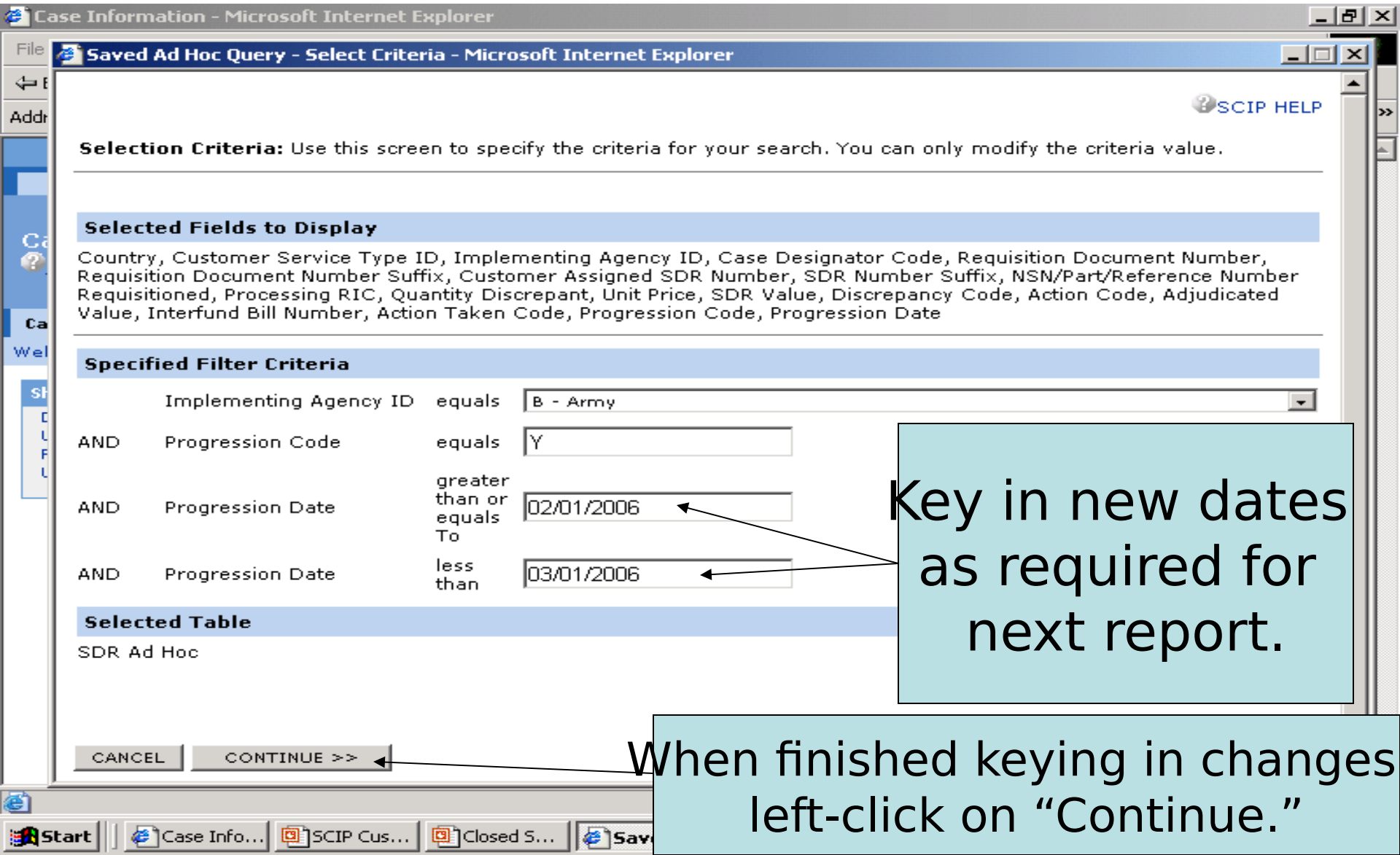
Saved Query Confirmation



Accessing Saved Queries



Modifying Saved Query


Case Information - Microsoft Internet Explorer
Saved Ad Hoc Query - Select Criteria - Microsoft Internet Explorer
SCIP HELP
Selection Criteria: Use this screen to specify the criteria for your search. You can only modify the criteria value.
Selected Fields to Display
Country, Customer Service Type ID, Implementing Agency ID, Case Designator Code, Requisition Document Number, Requisition Document Number Suffix, Customer Assigned SDR Number, SDR Number Suffix, NSN/Part/Reference Number Requisitioned, Processing RIC, Quantity Discrepant, Unit Price, SDR Value, Discrepancy Code, Action Code, Adjudicated Value, Interfund Bill Number, Action Taken Code, Progression Code, Progression Date
Specified Filter Criteria
Implementing Agency ID equals B - Army
AND Progression Code equals Y
AND Progression Date greater than or equals To 02/01/2006
AND Progression Date less than 03/01/2006
Selected Table
SDR Ad Hoc
CANCEL
CONTINUE >>
Key in new dates as required for next report.
When finished keying in changes left-click on “Continue.”
Start
Case Info...
SCIP Cus...
Closed S...

MS Excel File Access